

# How to

## Ask for a Parenting Plan

(and Child Support if needed)

You can use this packet ONLY if:

- You were never married to the other parent of your child,
- You want a parenting plan and perhaps a child support order for that child,
- An *Acknowledgment of Paternity* was filed at the Washington Center for Health Statistics (or similar state agency if the child was born in another state), and
- The *Acknowledgment of Paternity* was filed after July 27, 1997 and at least 60 days before you file your request for a parenting plan.

### Do NOT use this packet if:

- You are married to the other parent of this child or
- There is already a custody or parenting plan order for this child, or
- You want to challenge paternity or ask the court to order blood tests.



Note: This instruction will start your case, but it will not give you immediate custody of the child(ren). If you would like to address immediate residential placement/custody, please ask the facilitator for information on how to file for a Temporary Parenting Plan.

### Talk to a lawyer, if you can

These instructions have been developed by the King County Superior Court Family Law Information Center. They are not intended to be a substitute for legal advice. They provide only legal *information*. It's a good idea to talk to a lawyer before you file any forms. If you cannot afford a lawyer, you can:

- Find a lawyer to help you with the *most difficult* parts of your case, such as reviewing your forms, explaining how to get ready for court and confirming this is the best legal action for your case. You can contact the King County Bar Association to ask for a referral.
- Ask the Family Law Facilitator's office for a list of low-cost and free legal resources.

King County Superior Court  
516 3<sup>rd</sup> Ave, Room W-382  
Seattle, WA 98104

Maleng Regional Justice Center  
401 4<sup>th</sup> Ave North, Room 3D  
Kent, WA 98032

## Step 1: Fill out these forms

All of these forms in Step 1 can be downloaded at: [www.kingcounty.gov/courts/scforms.aspx](http://www.kingcounty.gov/courts/scforms.aspx)

Form Name	Form Number	Notes	Completed
Case Assignment Area Form & Case Index Cover Sheets			<input type="checkbox"/>
Confidential Information Form	FL All Family 001		<input type="checkbox"/>

## Step 2: Fill out these forms and attachments, then make copies

All of these forms in Step 2 can be downloaded at: [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms)

Summons: Notice about Petition for Parenting Plan, Residential Schedule, and/or Child Support	FL Parentage 330		<input type="checkbox"/>
Petition for a Parenting Plan, Residential Schedule and/or Child Support	FL Parentage 331		<input type="checkbox"/>
Sealed Birth Certificate or Paternity Document	FL Parentage 329	Attach a certified copy of Paternity Acknowledgment /Denial/Birth Certificate	<input type="checkbox"/>
Certified copy of Acknowledgment, Denial of Paternity or Birth Certificate	Contact WA Center of Health Statistics, or similar agency in the state where Acknowledgment or Denial was filed.		
Parenting Plan (Proposed)	FL All Family 140		<input type="checkbox"/>
Information for Temporary Parenting Plan	FL All Family 139		<input type="checkbox"/>
Notice to Military Dependent	FL All Family 103		<input type="checkbox"/>
Declaration about Public Assistance	FL All Family 132		<input type="checkbox"/>

### How many copies do I need?

- **Original** set to file with the Clerk's office.
- Copy **1** is for your records.
- Copy **2** is to serve the other parent.
- Make a **3rd** copy if you have a child(ren) who has received public assistance at some point. You must deliver copies of your filed forms to the King County Prosecuting Attorney's Office, Family Support Section.

**Fill out these forms after the other parent is served (see Step 5), make a copy and file them.**

Proof of Personal Service	FL All Family 101	Form is signed by the server. See Step 5	<input type="checkbox"/>
Declaration: Personal Service Could not be Made in Washington	FL All Family 102	Only use if the other parent is served personally out-of-state	<input type="checkbox"/>

**Fill out these forms also if you and the other parent do not agree on child support (but you may postpone completing them)**

Financial Declaration	FL All Family 131		<input type="checkbox"/>
Sealed Financial Source Documents	FL All Family 011		<input type="checkbox"/>
<p>When you ask for child support, you must provide copies of financial documents, including:</p> <ul style="list-style-type: none"> <li>■ Your W-2s and complete personal tax returns for the past 2 years</li> <li>■ Your most recent pay stubs (at least 6 months)</li> <li>■ Complete partnership/corporate tax returns for the past 2 years if you have a 5% interest or more</li> <li>■ Statements from all of your banks and financial institutions for the past 6 months</li> </ul> <p><i>Note:</i> The other parent can ask you for a copy of your check register. If this happens, you will have 14 days to provide it.</p>			

**Fill out these forms when you are ready to finalize**

Final Order and Findings for a Parenting Plan, Residential Schedule and/or Child Support	FL Parentage 333		<input type="checkbox"/>
Parenting Plan (Final)	FL All Family 140		<input type="checkbox"/>

**You will also need these forms to finalize if child support is requested**

Child Support Order	FL All Family 130		<input type="checkbox"/>
<a href="#">Child Support Worksheets</a>	WSCSS-Worksheets		<input type="checkbox"/>
<a href="#">Child Support Schedule &amp; Instructions</a>	<p>Use this information to calculate Child Support Worksheets. Online Child Support Calculation software is available at <a href="https://fortress.wa.gov/dshs/dcs/SSGen/Home">https://fortress.wa.gov/dshs/dcs/SSGen/Home</a></p>		

### Step 3: Talk to a lawyer, if you can

These instructions are legal *information*, not legal *advice*. It's a good idea to talk to a lawyer before you file any forms. If you cannot afford a lawyer, you can:

- Find a lawyer to help you with the *most difficult* parts of your case, such as reviewing your forms, explaining how to get ready for court and confirming this is the best legal action for your case. You can contact the King County Bar Association to ask for a referral.
- Ask the Family Law Facilitator' office for a list of low-cost and free legal resources.

## Step 4: Take your original forms and copies to the Clerk's Office

**The Clerk will ask you to pay a filing fee.** If you cannot afford to pay the fee, ask for an application to let you file for free. This application is called a *Motion and Declaration for Waiver of Civil Filing Fees and Surcharges* ([Kent](#)) or ([Seattle](#)).

When you file your forms, the clerk will give you two copies of your *Case Schedule*. The Case Schedule lists important deadlines for your case. Have one copy of the Case Schedule served on the other parent along with the other court papers. Keep one for your records.

**Important!** You do not need to file all of your forms now. See *Step 2* to know which forms you must **file now**.

## Step 5: Serve the other party

**You must have the other parent served with copies of:**

- The Case Schedule that the Clerk gave you when you filed, **and**
- All of the forms you filed with the clerk, except the *Case Assignment Area Form & Case Index Cover Sheets* and the *Confidential Information Form*.

### How to serve

Someone over 18 – **not you** - must serve (give) the other parent copies of your court papers. After serving, the server fills out a *Proof of Personal Service* form and gives it to you. Keep a copy for your own records and file the **original** with the Clerk's Office.

**Note:** For personal service outside of Washington State, the signature of the server must be notarized or sworn before a court clerk on the this form.

If you have questions about serving, please ask the facilitator for information on Service.

## Step 6: Attend "What About the Children" seminar

Both parents must attend the "What About the Children" seminar within 60 days after the case is filed. You cannot finish your case without going to this class.

Go to the [Family Law Facilitator's Office](#) for information or to register (W-382 in Seattle and 3D in Kent).

## Step 7: Follow your Case Schedule

The next step is to wait to see if the other parent files a Response.

You must wait:

<b>20 days</b>	If the other parent was served in person in Washington state.
<b>60 days</b>	If the other parent was served in person outside of Washington state, or by publication (because of a court order).
<b>90 days</b>	If the other parent was served by mail because of a court order.

If the other parent **does not** serve and file a Response by the deadline, you can finalize your case by default in the Ex Parte Department (See Step 8).

If the parent **does serve and file a Response**, follow your Case Schedule. Your trial will be in about 11 months.

If you want to ask for a **temporary** parenting plan and/or **temporary** child support orders now, ask the Family Law Facilitators for instruction packet **P-8**, *Motion for Temporary Orders*.

## **Step 8: Schedule a hearing in the Ex Parte Department to finalize by agreement or by default\***

If you and the other parent come to an agreement, or if the other parent does not respond, you can finalize your case in the Ex Parte Department. To schedule a hearing date, file a Notice of Court Date (Commissioners), for [Kent](#) or [Seattle](#). Your hearing must be at least 14 days after you file the *Notice of Court Date (Commissioners)*. The facilitators have specific instructions on finalizing your agreed case at ex parte if needed.

Take the following completed forms to the hearing:

- Final Order and Findings for a Parenting Plan, Residential Schedule and/or Child Support
- Final Parenting Plan
- Child Support Order (if applicable)
- Child Support Worksheets (if applicable)

And, if the other parent has not responded:

- Motion for Default
- Order on Motion for Default

\*You may have to pay a fee for review of your documents at the final hearing.